



CITY OF DURHAM
Durham Parks and Recreation
101 CITY HALL PLAZA | DURHAM, NC 27701
Physical Address: 400 CLEVELAND STREET | DURHAM NC 27701
919.560.4355 | F 919.560.4021
www.durhamnc.gov



2011 HOLIDAY FUN FEST APPLICATION PARTICIPATION APPLICATION

Saturday, December 3, 2011

2 p.m. – 6 p.m.

Durham Central Park

Application Deadline - NOVEMBER 18, 2011 at 5 p.m.

The 2011 Holiday Season is bringing new and exciting things to the City of Durham. The Holiday Fun Fest will feature outdoor winter activities including snow sledding, a petting zoo, a mini parade, as well as indoor activities such as craft vendors, and a meet-and-greet with Santa. There will also be a limited amount of space for both non-profit and for-profit vendors, as well as food vendors. There are three main areas in which to participate in the 2011 Holiday Fun Fest:

- Mini Parade
- Vendor
- Volunteer

MINI PARADE

The mini parade will be a condensed version of our traditional Holiday Parade. Due to the reduction in size, spaces are very limited and are on a first come, first serve basis. The parade will be about ½ a mile long, and will last about 30 minutes. We will only accept about forty-five units to participate, so please get your application in as soon as possible.

Behavior Expectations

- No person or member of any group will use profanity or any other offensive language.
- No sexually suggestive dances or movements will be performed.
- No person or group will throw or pass out candy to parade watchers.
- No motorized vehicles will be allowed.

*****There will not be a fee for participation in the mini parade. *****

VENDORS

RENTAL SPACES:

All non-food vending spaces are 8' x 8' and all vendor equipment, displays, stands, tables, and supplies must be contained within this dimension. Non-food vending spaces will be located in the historic Durham Armory (212 Foster Street).

Durham Parks & Recreation will not provide any equipment to vendors. (tables, chairs, etc.) We will only accept thirty-five vendors, so please get your application in as soon as possible.



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Cost per rental space:

	City Resident	Non-City Resident
Food	\$85.00	\$105.00
<i>(Price includes a refundable deposit. CR-\$50/NCR-\$60)</i>		
Non-food	\$35.00	\$45.00

FEES AND PAYMENTS:

NOTE: Rental space must be paid in full at the time of application submission. Payment can be made by MONEY ORDER, CASHIER CHECK, CASH, MASTERCARD/VISA. Checks should be made payable to: City of Durham Parks and Recreation.

INSURANCE REQUIREMENTS:

The City of Durham will purchase special events insurance to cover the City's liability exposure. This insurance will not protect vendors, suppliers, performers, or others participating in the festival. The City of Durham requires all **FOOD** vendors to obtain their own insurance, naming the City of Durham as an additional insured, with combined single limit not less than \$1,000,000 per occurrence. A copy of this insurance **must be submitted within a week from the date that this application was submitted.**

SET UP/ VENDOR/ DISPLAY:

Vendors may begin set up in designated spaces at 10 a.m. on December 3rd. No vendor will be permitted to set up any rental space prior to this time. Nor will any vendor assigned rental spaces be changed on the event day. Vendor set up must be complete by 12 p.m.

- All non-food vendors will be set up in the Downtown Durham Armory.
- All food vendors will be set up on Foster Street.
- All food vendors must be mobile food units. No TFE's (tent vendors) will be accepted. Exceptions may be made to certain specialty food vendors.
- Sell only the items listed on the application.
- Restore vendor space to its original condition. (i.e. no dumping of coals or oils, clean up trash, etc.)

PERMITS:

1. All food vendors that will be cooking on site must contact the Fire Department (919-560-4242) to obtain the proper cooking equipment guidelines. It is also the responsibility of each food vendor to comply with the Durham County Health Department guidelines (919-560-7800). **THESE REQUIREMENTS HAVE CHANGED.** As of July 1, 2008, the **Durham County Health Department will require a \$75.00 fee for all TFE's** at events. This fee must be paid directly to the Health Department and a proof of payment provided to DPR. This process must be complete a minimum of two weeks before the event.

2. **All vendors selling anything on site should have a current City of Durham Privilege License.** These can be obtained by contacting (919-560-4700). You may also download a license application from the City website:

<http://www.durhamnc.gov/departments/finance/applications.cfm>

3. All food vendors must submit a copy of their Mobile Food Unit permit with their application.



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RAIN PROCEDURE

Vendors should be prepared for rain or snow. In the case of heavy rain or snow, the festival coordinator will consider and determine suspension or cancellation of any part or the entire event. **Vendors SHOULD NOT leave the festival area BEFORE the festival coordinator announces suspension or cancellation of the event. If a vendor should vacate their assigned rental space before an official suspension or cancellation is made by the festival coordinator, NO REFUND OF EVENT FEES WILL BE RETURNED TO THE VENDOR.**

The City of Durham Parks and Recreation Department does not assume responsibility for loss or damage to works exhibited during the Holiday Fun Fest. If insurance is desired, it must be purchased by the vendor.

REMEMBER: HOLIDAY FUN FEST DOES NOT HAVE A RAIN DATE!

REFUNDS

No deposit and rental fees will be refunded for cancellations less than 30 calendar days prior to the proposed date of event. Exceptions include when the cancellation is a result of an act of nature or the event is cancelled by DPR due to unforeseen circumstances. Please allow two to four weeks for processing. All refunds will be mailed to the individual, business, or organization's address shown on the application.

VOLUNTEERS

There are several volunteer opportunities for your organization or group. Please contact our Volunteer Coordinator if you are interested in participating in this way. For a list of volunteer opportunities, please visit us at www.durhamnc.gov/departments/parks/special_events.cfm.

Volunteer Coordinator

Mal Atkinson

(919) 560-4355

dprvolunteers@durhamnc.gov

**For more information or details about the event, please contact us
(919) 560-4355 or go to www.DPRPlayMore.org**



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2011 HOLIDAY FUN FEST PARTICIPANT APPLICATION

www.DPRPlayMore.org

APPLICATION DEADLINE: November 18, 2011

Return Application By Mail to:

City of Durham
Parks and Recreation Department
c/o Holiday Fun Fest 2011
101 City Hall Plaza
Durham, NC 27701

or

Return Application in Person:

City of Durham
Parks and Recreation Department
400 Cleveland Street
Durham, NC 27701

SPACE IS LIMITED!

**Applications will be accepted during the hours of 9a.m. until 5p.m.,
Monday through Friday until all rental spaces are filled.**

To ensure variety and quality, event organizers reserve the right
to limit vendors whose products are significantly similar.

Please provide detailed information to enhance your consideration for selection. Applications received without this
information will not be considered.

Payment In Full Must Accompany Application.

Type of Participation

How would you like to participate in the Holiday Fun Fest event? (Please check one)

☐ Mini Parade ☐ Vendor ☐ Volunteer

Name_____

Business Name/Organization_____

Address_____City_____State_____Zip_____

Telephone: Home_____Work_____

E-Mail Address_____



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MINI PARADE

What type of unit would you like to have in the mini parade (please check one)
(NO MOTORIZED VEHICLES WILL BE ALLOWED)

☐ Marching Band ☐ Walking Unit ☐ Other (Provide detail below)

Briefly describe your organization and the unit you would like to have in the parade:

VENDORS (please list all items you intend to sale)

Food: Y N Description: _____

What type of food vendor are you? ☐ Mobile Food Unit ☐ TFE

Beverage: Y N Description: _____

Non-Food: Y N Description: _____

Name(s) of Individual(s) that will be operating your rental space: (If more personnel are needed, please give a brief statement as to the reason. Festival staff and volunteers will not be allowed to oversee your booth at any time.

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I hereby affirm that I have read and do understand all instructions and guidelines in the Holiday Fun Fest Application. I agree to comply with all rules/guidelines and my failure to do so will result in my removal from the Festival activities with no REFUND. Any situation not specifically covered in these guidelines will be resolved at the discretion of the Holiday Fun Fest Event Coordinator.

Signature: _____

Date: _____

Holiday Fun Fest Application: revised 7/22/2011

For Office Use Only	
Date Rec'd: _____	
By Mail _____	In Person _____
Approved _____	Denied _____